

## Job Description

<b>Position Title</b>	<b>Wraparound Care Assistant Lead</b>		
<b>Building</b>	Lincoln Elementary	<b>Department</b>	Early Childhood
<b>Hours</b>	Hourly	<b>Supervisor</b>	Community Education Director
<b>Band and Grade</b>	B-22	<b>Tools and Equipment</b>	Computer, laptop, iPad, applicable software, calculator, phone, copy machine

<b>Primary Function</b>	Plans and prepares the classroom setting; oversees safety and educational programs. Assists in creating lesson plans, organizing learning activities, and conducting curriculum development to help children learn.
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<b>Essential Duties</b>	
<b>1</b>	Offer individual support to students in small groups to promote understanding of concepts
<b>2</b>	Keep record of each child as necessary to assure quality care
<b>3</b>	Oversee the safety of the students inside of the classroom, on campus, and on field trips
<b>4</b>	Cultivate relationships with students and parents
<b>5</b>	Assist the children in personal care needs in a positive, natural manner during bathroom times, rest times, or any other time of the day
<b>6</b>	Carry out appropriate and positive discipline as established
<b>7</b>	Performs all other duties as assigned

<b>Minimum Qualifications</b>	High School Diploma or Equivalent. Must be at least 18 years of age, and meet one of the nine possible combined credential, educational, and experience requirements. See requirements below.
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Behavioral analysis and cognitive recognition abilities for anticipating and addressing potential interactions or issues</li> <li>• Valid CPR and first-aid certifications</li> <li>• Caring and compassionate attitude when interacting with and caring for children</li> <li>• Strong verbal communication and listening skills to converse with children, fellow professional caregivers and parents or guardians</li> <li>• Excellent patience and stamina for keeping up with the demands of children of all ages</li> </ul>
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	<ul style="list-style-type: none"> <li>• Advanced multitasking and organizational skills to handle multiple children at a time</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Fingering, grasping, feeling, talking, hearing, seeing.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p> <p>Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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### **Wraparound Care Assistant Lead Requirements**

#### **Part 1. Assistant Lead qualifications, general.**

An assistant lead must be at least 18 years old and meet the qualifications in part 2.

#### **Part 2. Education and experience requirements.**

An assistant lead with the credential listed in column A must have the education and experience listed in column B.

Column A	Column B
(1) A high school or General Education Development (GED) diploma	Experience: 4,160 hours as assistant lead Education: 24 quarter credits
(2) Diploma from Association Montessori Internationale; preprimary credential, primary diploma, or provisional certificate from the American Montessori Society, without a baccalaureate degree	Experience: 2,080 hours as assistant lead, aide, or student intern Education: 12 quarter credits
(3) Preprimary credential, primary diploma, or provisional certificate from the American Montessori Society; or diploma from the Association Montessori Internationale with a baccalaureate degree	Experience: 1,040 hours as assistant lead, aide, or student intern Education: no additional required
(4) Minnesota technical institute certificate as a Child Development Assistant	Experience: 2,080 hours as an assistant lead Education: six quarter credits
(5) Child Development Associate credential (center based or family day care) for preschool or for infants and toddlers from the Council for Early Childhood Professional Recognition	Experience: 1,560 hours as assistant lead, aide, or student intern Education: no additional required

(6) License from the Minnesota Department of Education for Prekindergarten Associate; or a certificate or credential for a two-year program from an accredited community college or technical college in child development or early childhood education	Experience: 1,040 hours as assistant lead, aide, or student intern Education: six quarter credits
(7) Baccalaureate degree from an accredited college or university in any field	Experience: 1,040 hours as assistant lead, aide, or student intern Education: 18 quarter credits
(8) License from the Minnesota Department of Education for elementary education without kindergarten endorsement	Experience: 520 hours as assistant lead, aide, or student intern if teaching children under school age Education: six quarter credits within one year of initial employment if teaching children under school age
(9) License from the Minnesota Department of Education for prekindergarten/nursery, or a license from the Minnesota Department of Education for elementary education with a kindergarten endorsement	Experience: no additional required Education: no additional required